



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

ASSOCIATE GOVERNMENT PROGRAM ANALYST QUALITY ASSURANCE MENTAL HEALTH Permanent/Full-Time \$4,111-\$4,997

POSITION SUMMARY:

Under the direction of the Staff Services Manager II in the Victim Compensation Division, Quality Assurance Mental Health (QAMH) Section, the AGPA performs the more responsible and complex analytical staff work regarding Non-Profit Agreement (NPA) and for profit provider audits and Mental Health issues.

The Board relies on the expertise and knowledge of the Quality Assurance Mental Health (QAMH) section's program staff, under the advisement of the Board's Consulting Psychologist, to evaluate and assess the effectiveness of mental health treatment provided to Victim Compensation Program (VCP) clients. Failure to appropriately evaluate the crime relatedness, crime circumstances, effectiveness and progress of treatment and the client's functional impairment may result in unnecessary expenditure of federal victims of crime and California restitution funding or may result in the premature termination of necessary mental health treatment that could cause undue harm to a victim.

ESSENTIAL FUNCTIONS:

Evaluate mental health documents submitted by providers to determine appropriateness of continued treatment.

Develop guidelines and procedures for conducting on-site reviews for Non Profit Agreement (NPA) providers and for profit providers.

Identify and provide analysis of issues, prepare reports, and make recommendations to management to resolve issues or address emerging trends in victims' services. Identify ways in which the Board's methods and processes can be improved and/or refined.

Participate in the design and oversight of various projects. Make recommendations to management for continuous improvements, and implement suggested changes. Develop mental health program procedures for VCP and statewide Joint Powers staff. Provide analytic support in the development and updating of the VCP regulations and statutes.

Evaluate the appropriateness for using specialized medical and mental health experts. Ensure consultant's work product is incorporated into the appropriate QAMH program format.

Work with the Board's Legal Division to develop outside consultant contracts for the Peer Review Committee (PRC) and outside auditor consultants. Monitor consultant contracts. Coordinate PRC meetings and evaluate the effectiveness of the meetings by conducting post evaluation surveys and determining goal completion. Review post meeting discussion notes of a clinical and technical nature and drafting meeting minutes and/or compile summaries of consultant advisements or recommendations for VCP actions relative to specific claims, and/or providers.

Research, design and develop PowerPoint presentations for training and make presentations on various QAMH section subjects to unit staff and other Victim Compensation program staff, county Victim Witness Center staff and a wide variety of outside parties. Represent the Board at various meetings, departmental organizational groups, training classes and other forums.

Identify issues and problems requiring modification and perform analysis on QAMH issues; develop, present and prepare alternatives and make recommendations of solutions for desired outcomes to management. Conduct special projects and develop issue papers on complex VCP matters as directed by QAMH management.

Audit the efficiency, accuracy and productivity of work performed by Staff Services Analysts in QAMH and provide feedback to management. Act as section manager, in the absence of the QAMH Section Manager and the Research Analyst.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.**

Training & development assignments may be considered for most positions

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-280-5393-801



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WHO MAY APPLY:

SROA/SURPLUS CANDIDATES AT THE AGPA OR EQUIVALENT LEVEL ARE STRONGLY ENCOURAGED TO APPLY. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and interest for this position. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATION TO:

Robin Jones/Human Resources Section
Victim Compensation and Government Claims Board
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252 / rjones1@voc.ca.gov

FINAL FILING DATE

UNTIL FILLED

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